



## Identifying Potential Members

---

Make a list of potential members. DO NOT limit your list to people you know / like.

Potential Community Representatives	Has knowledge of student and family needs and/or barriers to success	Has knowledge of / or access to resources that serve or could serve students and families	Has relationships with policymakers or key champions for student and families
Health Care Providers			
Human Services Organizations			
Youth Development Agencies			
Family Services			
Parent Support Services			
Parent Organizations			
Informal Parent Groups			
Community Organizers			
Parks & Recreation			
Law Enforcement			
Juvenile Justice			
Local Government			
State Representatives			
Faith Community			
Childcare Providers			
Local Business			
Local and National Corporations			



## Prioritize Potential Members

---

From your list of potential advisory board members in Step 1, prioritize potential members using these or other criteria:

**People/organizations that can help manage the changes that will need to happen to open the school up for other services and programs.** List people from Step 1 who can help with this:

**Current strategic partners of the school (district) who know about Needs and Resources of our community.** List people from Step 1 who will bring this

**Potential partners whose vision / mission closely aligns with the vision / mission of the community school.** List people from Step 1 here.

**People/organizations that could be challenging to your work if they are not part of the initiative:**  
List people from Step 1 here:



## Identifying Strengths of Potential Members

Who should you include on your advisory board? Use the chart below to identify the strengths of the individuals you identified in Steps 1 and 2 and to think about the capacities they would bring to your advisory board.

Early tasks of the Advisory Board	List members who were prioritized in step 2 in appropriate areas below:
Define a community definition for student/family success	
Create a collaborative process for cross sector dialogue and decision making	
Organize school and community resources to work together around student and family development	
Identify the kinds of impact that our programs and services should have on students and families in order to consider our work a success	
Develop a plan for organizing and delivering programs and services that meet student and family needs	
Market what is (will be) available at the school for students, families, and community members	
Identify the kinds of people we need to manage the work we are creating.	
Participate in the interview and hiring process for the staff for our community school.	
Ongoing tasks of the Advisory Board	List people from Step 2 in appropriate areas below:
Monitor our progress in the plan that we create.	
Decide which programs and services will occur in the Community School	
Identify potential community resources and program providers	
Engage community members as partners to participate in and to deliver programs and services	
Address specific challenges to community school transformation as they arise	
Call and advocate for policy changes in key institutions to support community school development	
Develop long range funding and sustainability strategies	
Carry our vision of success to the <b>community and other stakeholders</b>	



## Inviting Advisory Board Members

Rather than disseminating a blanket invitation to a meeting, consider having one-on-one conversation with the potential advisory board members identified and prioritized in Steps 1-3.

If someone at your school has a strong relationship with one of the potential members, consider asking them to make “the ask” of that potential member.

People always like hearing that someone thought highly of them. If you’re planning to approach someone that was recommended by others, be sure to let that person know they were “nominated.”

**What are you asking them to do? Practice describing the role of Advisory board members and create a plan for what you will say:**

Sample: “(School name) is in the process of transforming our school into a Community School. A community school is a school that partners with families and community organizations to organize community resources to provide programs and services at the school to support student and family development. We need some community leaders who can serve as our thinking partners as we make this transformation. We believe that you could be a valuable member of this board because: (see steps 1, 2 & 3 for reasons).”

**Write your own “ask” here:**

**Be prepared to respond to questions like:**

What they may ask:	How you might respond:
<b>How big of a commitment is this? How much time will it take?</b>	At first we will meet twice a month until the planning process is complete. After that monthly or bi-monthly
<b>How long will the meetings last?</b>	We can decide what works as a group. Usually between 1 and 2 hours at a time.
<b>Will I only need to go to meetings?</b>	It is our hope that you will identify ways in which you can bring your skills and expertise to the effort, but it is entirely up to you what you are able to do.
<b>Will there be work in between meetings</b>	At our first board meeting we will present you with a list of tasks for board members. You can decide then, or later, how involved you are able to be.
<b>How long is this commitment</b>	You can decide! We hope that the board will come together for one year terms, but once we begin working together we can see what feels right for all participants!
<b>Do I have to decide now?</b>	No! Please come to our first meeting on (date) at (time) at (place) and hear more about this work. You can decide then or sometime soon after!